

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Police Sergeant

Date: 1995

Purpose of Job

The purpose of this job is to provide first line supervision of officers and to protect life and property by enforcing all city statutes, ordinances and the laws and regulations of the state for which the Police Department is accountable. Duties include, but are not limited to: supervising and training assigned personnel; conducting civil/criminal investigations; interviewing informants, witnesses and suspects; maintaining surveillances, following leads and obtaining evidence; establishing facts and developing detailed analyses of information; compiling reports, maintaining and updating records for proper documentation; preparing cases; participating at hearings; and testifying in court.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and assists in completing employee performance appraisals.
- Delegates assignments to subordinates; directs, expedites and reviews, either personally or through subordinate supervisors, the work of assigned staff within specific CID Assignment(s) which may include Auto Theft, Burglary, Fugitive, Juvenile, Larceny, License and Permits, Narcotics, Organized Crime, Persons, Schools and/or Vice.
- Monitors daily activities of the unit; distributes information and relays special instructions received during a watch.
- Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.

Planning and Organizing:

- Prepares work assignments; prepares for additional in-service training; schedules and conducts staff meetings.

- Schedules field interviews; organizes photo and identification line-ups; plans to appear in court; arranges to obtain warrants.
- Inventories office supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Communication:

- Interviews informants and witnesses to obtain information about crimes and violations to ensure successful completion of the case; interrogates suspected individuals.
- Responds to questions, complaints and requests for information by telephone or in person from merchants, news media, the general public, officers and employees, superiors, etc.
- Communicates with attorneys and court personnel, fire and EMT personnel, medical examiner, psychological and laboratory services, etc.; confers with medical professionals for victim, witness or suspect condition update.
- Contacts command/supervisory personnel by radio, telephone, pager/beeper, voice mail, etc., for emergency response and critical incident communications.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Employee Development:

- Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures and protocol of the department.
- Assigns tasks to subordinates and monitors performance; provides technical assistance as needed.
- Reviews documents processed by subordinates to ensure accuracy; discusses errors which may arise and recommends method for corrective action.
- Makes field inspections of all personnel assigned to roustabouts; inspects personnel for compliance to guidelines, uniform, etc.

Administrative Duties:

- Reviews and/or approves various reports, forms and requests, files and records including incident and grievance reports, discipline files, repair, training, off-day and vacation requests, payroll and personnel documents, etc.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.

- Substitutes for other supervisors and/or co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

Problem Identification and Solution:

- Identifies patterns and developing trends of crime activity by collecting and reviewing data; develops strategy to manage same.
- Identifies illegal drugs and hazardous materials; remains knowledgeable of prescription drugs.
- May patrol areas including city streets, parks, neighborhoods and businesses to ensure security and to make observations for prowlers, homeless people, would-be thieves, suspicious persons and violators.

Productivity and Accountability:

- May perform tasks of specific CID Assignment(s) which may include Auto Theft, Burglary, Fugitive, Juvenile, Larceny, License and Permits, Narcotics, Organized Crime, Persons, Schools and/or Vice.
- Conducts, monitors and/or oversees details and progress of investigations into criminal activity, passive and aggressive violations against persons and property, illegal trafficking and possession violations and/or other activities associated with Criminal Investigations Division.
- Identifies suspects involved; conducts surveillance on subjects and monitors conversations; follows-up on leads and information from witnesses; determines reliability of information and if/when enough probable cause exists.
- Develops facts and detailed analyses of information in order to formulate thoroughly supportable conclusions; obtains substantial amounts of relevant information; gathers supporting evidence of alleged or suspected violations or of other matters within departmental jurisdiction.
- Enters/retrieves data to/from computer system including stolen property, investigation data, personal and criminal records check, arrest and wanted information, background and history information etc.; reviews crime statistics.
- Obtains and uses search and arrest warrants; processes evidence and property; appears in court to present testimony and/or evidence on cases being prosecuted.
- May perform all other Police Sergeant duties as required including monitoring and responding to calls for assistance, backing fellow officers, executing and

serving warrants and subpoenas, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, effecting arrests, processing and transporting prisoners, etc.

- May assist with interdepartmental duties and city activities as needed which may include directing traffic, special escorts, crowd control, special projects, etc.

Equipment Use and Maintenance:

- Operates a law enforcement vehicle, during day and/or night hours; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.
- Utilizes and maintains weapons and equipment, including gun(s), nightstick, handcuffs, flashlight, etc., in functional and presentable conditions; performs firearm requirements at prescribed departmental levels.
- May use specialized surveillance equipment including body wires, tape recorders, cameras, regular and night vision telescopes, etc.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Operates a computer, printer, etc., to enter, store and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system; uses knowledge of various software programs in an effective and efficient manner.

Record Keeping and Documentation:

- Records field interviews; documents progress of investigation and writes report of findings/results; submits reports to commanding officer for review.
- Completes daily time sheet and activity reports, requisitions, vehicle maintenance requests, crime, offense, incident, accident, impound and clear-up reports; documents arrest bookings, evidence and various other forms.
- Maintains logs and statistics; prepares weekly and monthly reports; compiles and prepares documentation of court cases for prosecution; keeps file on court dates; prepares bindover packets.
- Composes and prepares correspondence, letters, memoranda and other documents associated with daily routine and Sergeant duties; maintains files and records of same; completes maintenance requests for equipment needing service and/or repair.

Interpersonal Relations:

- Attends community meetings and assists with community activities and crime prevention programs.
- Interacts with other agencies, citizens, business owners and the general public by exchanging information and giving directions and with technical experts providing specialized and complex data as required.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has considerable knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has considerable knowledge of local ordinances and law enforcement, arrest, courtroom and investigative practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to implement long-term goals for the department in order to promote effectiveness and efficiency. Has considerable knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with subordinates, elected officials, management, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has considerable knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret reports and related materials. Is able to follow all pre-cautionary measures when dealing with suspects who are known to be dangerous. Is able to remain calm in emergency and/or life threatening situations.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or GED required, Associate's degree in Criminal Justice, Business/Public Administration, or related field preferred; five years continuous service as a sworn member of the Police Department required; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this job. Must meet all promotional eligibility requirements. Must be at least 21 years of age, P.O.S.T. certified, licensed and qualified to operate a firearm. Must possess a valid Georgia driver's license. Supervisory experience preferred.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and signal to people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures related to police work and law enforcement. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Require the ability to record and deliver information such as in public speaking situation, to explain procedures, to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate body members in utilizing job related/law enforcement equipment (i.e., motor vehicles, firearms, handcuffs, office equipment, etc.) and in the physical act of performing arrest mechanics.

COLOR DISCRIMINATION: Require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

MANUAL DEXTERITY: Requires the ability to handle a variety of office/law enforcement equipment items. control knobs, switches, etc. Must have the ability to use one hand of twisting motion or turning motion while coordinating other hand with different activities. Must have eye/hand/foot coordination.

PHYSICAL COMMUNICATION: Requires the ability to speak (talking- expressing or exchanging ideas by means of spoken words), hear (hearing-perceiving nature of sounds by ear), and signal (using body members).